

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



**TRAILS AND OPEN SPACE COORDINATOR**  
Class Title: Program Coordinator—Parks Resource Management Option  
**DEPARTMENT OF PARKS AND RECREATION**

Annual Pay Range \$70,740.80 to \$96,907.20  
Excellent Benefits Package

# TRAILS AND OPEN SPACE COORDINATOR

## COUNTY OF SAN DIEGO

Class Title: Program Coordinator-Parks Resource Management Option

DEPARTMENT OF PARKS AND RECREATION (DPR)

### THE POSITION

The County of San Diego is seeking a dynamic leader to fill an immediate vacancy for Trails and Open Space Coordinator, class title . DPR is seeking an individual who shares our commitment to excellence, hard work, and continuous improvement. The future incumbent will be responsible for managing the County's comprehensive trails program, which includes implementing the Community Trails Master Plan. This Plan consists of a system of interconnected regional and community trails and pathways. The future incumbent will also perform long-range trail planning; perform trail siting and design; review , write, and verify compliance with trail standards; and seek funding and grant opportunities. Additional responsibilities include evaluating Right-of-Entry permits on County Land, implementing special projects, and providing oversight on other environmental support programs. Essential to the position is collaboration and coordination with the other DPR divisions, other County departments, community groups, project stakeholders, local jurisdictions, and resource agencies. The future incumbent may supervise Land Use Environmental Planners, contract staff, student workers, as well as multiple contract task orders

### THE IDEAL CANDIDATE

The ideal candidate will possess knowledge of land use planning and/or trail siting and design, environmental/cultural review, regulatory requirements and/or resource management. The ideal candidate will possess high ethical and professional standards, effective organizational skills, sound analytical and decision making skills, excellent communication and customer service skills; proven experience in building and maintaining strong partnerships; and the ability to display comfort with making presentations in small and large group settings. The successful candidate and is a professional who networks well across disciplines and influences decision-makers by consistently providing quality work, improved service, reduced costs, and increased productivity.

The ideal candidate will also possess a professional history that demonstrates the following necessary leadership competencies and attributes:

- Strong, innovative and visionary leadership and management skills
- Strategic thinker who anticipates future consequences and trends accurately while applying knowledge appropriately
- Demonstrates organizational and political awareness of sensitive issues that could involve an understanding of multiple stakeholder needs
- Possess a customer service-oriented philosophy which transcends all levels of an organization
- Demonstrates highly ethical and professional standards, effective organizational skills, sound analytical and decision-making skills, excellent communication skills, and exceptional service skills
- Demonstrates approachability in an easy manner
- Stimulates and actively initiates change in an organization
- Serve as a professional who shows initiative and networks well across disciplines and influences key decision-makers by consistently providing quality work, improved service, reduced costs, and increased productivity.
- Follow through on commitments
- Strong teamwork and collaboration skills
- Able to convey information and ideas in an open and articulate manner

### MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or certified foreign studies equivalency, AND, four (4) years of professional experience performing analysis, budget management, program administration, engineering, or closely related work in a program performing planning and analysis; OR a combination of education and/or experience as stated above.

### COMPENSATION

The annual salary range for this job class is \$70,740.80 to \$96,907.20.

Placement within this range is dependent upon the qualifications of the successful candidate.

## BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays.
- Medical, dental, and vision insurance plans.
- Disability Insurance, Life Insurance, and Accidental Death/ Dismemberment Insurance.
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options.

## DEPARTMENT OF PARKS AND RECREATION

The Department of Parks and Recreation (DPR) maintains and enhances the quality of life in San Diego County by providing parks and recreational opportunities for residents and visitors. Our nationally accredited, award-winning system includes parks, campgrounds, 350 miles of trails, fishing lakes, state-of-the-art recreation centers and sports complexes, and ecological open space preserves. We offer hundreds of programs ranging from an award-winning Outdoor Adventure Program to cutting edge activities that contribute to healthy communities and lifestyles. DPR facilities cover nearly 50,000 acres; our facilities are open year-round, and are operated and maintained by county staff, volunteers, and service contractors.

Parks and Recreation has an annual budget of nearly \$40 million and over 300 employees. For additional information on this department, please go to [Parks and Recreation](#).

## PARKS AND RECREATION RESOURCE MANAGEMENT DIVISION

The Resource Management Division (RMD) provides environmental/cultural review, implementation of the County's Multiple Species Conservation Program (MSCP), development and implementation of resource management and monitoring programs, implementation of the County's comprehensive trails program, and support services to the Development Division and the Operations Division within DPR. The comprehensive trails program is a multi-faceted program that includes long-range trail planning of regional and community trails, trail siting and design, development of trail standards, review of development projects to ensure appropriate trail alignments and connections, chairing committees, oversight of regional trail projects, executing research studies, attending management briefings, contract management, and review and approval of right of entry permits to County lands. The Program Coordinator is responsible for management and implementation of the comprehensive trails program. The Program coordinator has initiative, enjoys problem solving, is result oriented, has great interpersonal relationships and has organization acumen.

## THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.41 billion and provides services to the residents of the County through over 17,000 employees in 42 different departments.



## GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating and reviewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed by going to [www.sandiegocounty.gov](http://www.sandiegocounty.gov).

The closing date for this recruitment will be Wednesday, April 19, 2017, at 11:59 p.m.

## SPECIAL NOTES

The provisions of this brochure may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

## NOTES

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information, go to [livewellsd.org](http://livewellsd.org).



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

